

HOW TO APPLY FOR A U.S. VISA FROM THE CONSULATE GENERAL IN HO CHI MINH CITY

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY
FAILURE TO DO SO WILL DELAY YOUR APPLICATION

BEFORE YOUR INTERVIEW DAY

FOR ALL APPLICANTS

☐ **PASSPORT:** current passport with no cover and must have a validity of at least 6 months beyond the initial period of contemplated stay in the U.S. In addition, please bring any previously used passport (if applicable).

☐ **PRINTOUT OF DS-160 CONFIRMATION SHEET WITH BARCODE:** Applicants MUST complete and submit the electronic form available online at <http://evisaforms.state.gov/> which will generate a confirmation page. (The entire application form is not required, print the confirmation page only. The barcode works best when printed from a LaserJet printer). Please note that applicants MUST fill out a new form DS-160 for each interview.

☐ **PHOTOGRAPH:** A digital or hard copy photo is required. If applicants do not have the capability to upload a digital photo, applicants must provide a 5cm x 5cm photo taken within the last six months with a white background, visible ears and no borders. Please staple the photo to the bottom left of DS-160 confirmation page.

Note: If you have a confirmation page that includes a digital photo taken less than 6 months ago, it is not necessary to include a hardcopy photo on the confirmation page.

☐ **FEE RECEIPT:** Applicants must submit the original visa fee receipts (both pink and yellow parts) issued by Citibank.

☐ **PRINTOUT OF ONLINE APPOINTMENT CONFIRMATION SHEET**

☐ **MINORS under age of 17** MUST be accompanied by a parent or legal guardian to the interview.

FOR OFFICIAL/ DIPLOMATIC PASSPORT HOLDERS

☐ **DIPLOMATIC NOTE:** The Diplomatic Note issued by HCM City External Relations Office.

FOR STUDENTS AND EXCHANGE VISITORS (F, M and J)

☐ **FORM I-20** (for students) or **DS-2019** (for exchange visitors), issued by the school or exchange program. The form must be signed by the applicants at the bottom of the first page. If the student is under 18 years old, a parent/guardian must also sign on form I-20.

☐ **SEVIS FEE RECEIPT:** Applicants should bring their SEVIS fee receipt to their visa interview.

FOR PETITION-BASED VISA APPLICANTS (H, L, O, P, Q and R)

☐ **FORM I-797 or I-129:** Approval Notice

ON YOUR INTERVIEW DAY

- ☐ **DOCUMENTS CHECK:** Make sure all forms are complete and signed.
- ☐ **DOCUMENTS ORDER:** Place your documents in the following order:
 - Appointment Confirmation Sheet
 - Passport
 - DS-160 Confirmation Sheet
 - Fee Receipt
 - Form I-20 or DS-2019 (if required)

Form I-797 and I-129 depending on type of petition based application (if required)

Note:

- *If you fail to submit the required papers in order, you will be asked to leave the line, rearrange the application and go back to the end of the line.*
 - *All supporting documents must be kept separately and provided by request only.*
- ☐ **ARRIVING AT THE CONSULATE:** You should arrive no earlier than 20 minutes before or 20 minutes later than your scheduled appointment. Please prepare to be at the Consulate for a couple of hours. The visa process involves several steps from application submission to fingerprinting and interview, etc.
 - ☐ **ELECTRONIC DEVICES:** You are not allowed to bring electronic devices, including mobile telephones, into the U.S. Consulate. To save your time, please leave them at home or in your car/motorbike. Otherwise, you can leave them in a safe location with the guards during your interview appointment.
 - ☐ **PARKING LOT:** The Consulate cannot provide parking for your car/motorbike. We regret any inconvenience this may cause and appreciate your cooperation. Please refer to the Consulate website for information on “Getting to the Consulate” at <http://hochiminh.usconsulate.gov/cons-direction.html>

IN THE CONSULAR WAITING ROOM

- ☐ **QUEUING UP:** Get in the line according to your appointment time.
- ☐ **SUBMITTING YOUR APPLICATION:** Submit all the required documents at intake windows. At this time, applicants will be given a number.
- ☐ **FINGERPRINTING:** Take a seat near Windows 7 and 8, and wait until your number is called for fingerprinting at those windows. Fingerprints are collected electronically, and the process takes only minutes.
- ☐ **INTERVIEW:** Take a seat in front of the areas between Windows 2-6, and wait to be called for interview. Numbers are not always called in order. In order to assist all applicants in a timely manner, please pay attention to the numbers announced.
 - **If your visa application is approved,** you will go to the EMS counter near the front gate to register for visa delivery by EMS courier service.
 - **If your visa application is denied,** your passport will be returned to you, along with all your supporting documentation, following the interview. You will need to leave the waiting room immediately.

THANK YOU FOR YOUR COOPERATION!

<http://hochiminh.usconsulate.gov/>